

**EL PASO WATER - PUBLIC SERVICE BOARD  
REQUEST FOR SUBMITTALS (RFS)**

**for**

**Providing El Paso Water Targeted Customers with (3) Water Efficiency Workshops and Benchmarking**

**RFS23-18**

January 30, 2018

**SERVICE:**

Provide three commercial/industrial conservation workshops to help selected customers understand approaches to reduce water consumption; and conduct a benchmarking evaluation to understand the commercial sectors with the greatest potential for water saving opportunities in El Paso. See Scope of Services (page 5) for details on workshops and benchmarking evaluation.

**ATTENTION:**

RESPONSE SUBMITTALS to the Scope of Services are being accepted by EPWater to provide conservation workshop services and benchmarking evaluation of potential water savings opportunities with the commercial/industrial customer class.

The selected consultant will design and lead conservation workshops for El Paso Water industrial/commercial customers. At least one of the three workshops should be focused on industrial customers, and one should be focused on the hospitality sector. The third workshop would be geared to industrial or commercial customers, to be determined based on conversations with the selected firm and El Paso Water.

The selected firm will work directly with EPWater's Chief Communications and Government Affairs Officer and the Conservation Manager. The Response Submittal for these services shall include sufficient but brief information as enumerated below, which will be used to evaluate each firm.

**SELECTION:**

The chosen firm shall be selected on the basis of the responsiveness to the submittal and in accordance with the Professional Services Procurement Act, Texas Government Code, Chapter 2254, which addresses selection of a professional services provider. The Selection Committee will follow the basic principles of a qualifications-based selection.

The selection shall be based on the following information required to be submitted and which shall be comprised of evaluation criteria with associated weighted point scores:

1. **Experience and Competence – Environmental Industrial and Engineering Services (20 points)** – Environmental or Industrial Engineering firms are to outline solution-oriented experience in helping industrial/commercial customers to achieve water savings. Please identify if work was done in collaboration with the local water utility. Describe specific examples of client work, including methods, processes, and water saving outcomes. Reference information shall be included for a minimum of two (2) and not more than four (4) contracted services within the past five (5) years. For each reference, we are looking for the name of a contact person(s), organization, email, and telephone number(s). A complete history of clients, projects and services shall not be necessary.
2. **Approach/Capability/Expertise for Preparing Relevant Conservation Workshops (20 points)** – Provide a brief discussion of your expertise and capabilities to develop and conduct training programs for the commercial/industrial sector, including workshops. Discuss process for designing the workshop, training approach, water conservation tools that could be integrated into the training. Be sure to mention any experience with the hospitality sector, with emphasis on restaurants.
3. **Approach/Capability/Expertise for Benchmark Evaluation Criteria (20 points)** – Provide a brief discussion of your expertise and capabilities for conducting benchmarking assessments for a city or municipality to evaluate conservation potential across multiple commercial/industrial sectors or within a given commercial/industrial sector. Describe the benchmarking and assessment process as well as the type of reports that would be produced that could help prioritize conservation efforts by sector.
4. **Team Member Expertise, Availability, Connections (20 points)** – Provide names, titles and professional profiles on the individuals that would be directly involved in providing professional services for EPWater. Please include each person’s area of relevant water expertise and expected time commitment to service the needs of this contract. If a team is involved, please provide an organizational chart.
5. **Strategy and Project Management (10 points)** – Provide a brief discussion of how you work with your clients to shape strategy, develop plan, and ensure progress against a plan.
6. **Cost of Services (10 points)** – Provide a schedule of proposed fees and estimated expenses for the three workshops and for the benchmarking project.

**RESPONSE SUBMITTAL CONTENT:**

The entire Response Submittal shall be limited to **7-11 pages (front only, no double sided)** of information on 8.5” by 11” sheets.

A suggested page count for each category of information follows but may vary by firm:

1. Cover letter (1 page)
2. Experience and Competence – Environmental Engineering Services (1-2 pages)
3. Approach/Capability/Expertise - Training/workshops (1-2 pages)
4. Approach/Capability/Expertise - Benchmarking project (1-2 pages)
5. Team Expertise, Availability, Staff (1-2 pages)
6. Strategy and Project Management (1 page)
7. Proposed fees and expenses for services (1)

**PROCEDURE:**

Review and selection process may include members of EPWater’s Public Service Board (PSB). All submittals will go through an initial screening process. Candidate submissions will be narrowed to approximately three finalists, and firms will be asked to participate in an interview via Skype, teleconference or in person. Any associated travel expenses will be at the cost of the vendor.

Respondents shall submit ten (10) hard copies **and** two (2) electronic files on a thumb drive of their proposal by express mail or similar means no later than **5:00 p.m. on Friday, February 23, 2018** to:

Ms. Rosemary Guevara  
Senior Purchasing Agent  
El Paso Water - Public Service Board  
1154 Hawkins Boulevard  
El Paso, Texas 79925

After the selection by the Selection Advisory Committee, but prior to recommendation to the Public Service Board, contract negotiations shall be conducted with the selected firm. In the event a mutually agreeable contract cannot be negotiated with the selected firm, negotiations shall be conducted with the next highest ranked firm.

Firms are directed not to contact any member of El Paso Water’s Public Service Board. See “Cone of Silence” rules below. After the selection, each responding firm will be notified of their selection status.

## **CONE OF SILENCE**

The “Cone of Silence” will apply from the time of issuance of this Request for Services until it is posted on the Public Service Board Agenda for award. The Cone of Silence prohibits communications with El Paso Water employees to attempt to influence the purchasing decision. As such, communication is prohibited between, among others, including service providers, consultants and El Paso Water employees, and any member of the Board, the President/CEO or respective staff and members of the respective selection committee.

The provisions do not apply to, among other communications:

- ) Oral communications with Purchasing Agent(s) or Procurement Analyst, provided the communications is limited strictly to matters of process or procedure already contained within the solicitation document;
- ) The provisions of the Cone of Silence do not apply to oral presentations before selection committees, contract negotiations, public presentations before an officially noticed Public Service Board meeting or communications in writing at any time.

In addition to any other penalties provided by law, violation of the Cone of Silence by any proposer shall render that proposer’s Request for Services award voidable. Any person having personal knowledge of a violation of these provisions shall report such violations to EPWater’s General Counsel and the Purchasing Agent.

The “Cone of Silence” applies to any and all potential subcontractors as well.

## **CONTACTS:**

Consistent with Cone of Silence rules, please direct questions in writing to Purchasing Agent Levi Chacon at [LJChacon@epwu.org](mailto:LJChacon@epwu.org) or at (915) 594-5625. Any and all questions must be submitted by February 16, 2018 to ensure sufficient time for response prior to deadline for proposal submission.

## **SCOPE OF SERVICES (Industrial/Commercial Conservation Priorities)**

This Scope of Services consists of two parts:

1) Provide a three conservation workshops, one of which would be tailored to industrial customers, one would be targeted to hospitality sector customers, and the third will be determined based on discussions between firm and EPWater. The selected firm shall work as independent contractors and not under the direct supervision and control of the Public Service Board.

Each workshop will include the following types of topics, and will be targeted towards specific ICI business types as determined by El Paso Water and selected firm:

- ) Water Conservation codes, ordinances, and regional goals and priorities
- ) How to lower operational costs and environmental impact through water efficiency and conservation
- ) Best management practices for given audience
- ) The importance and process of identifying end uses
- ) Property assessments with a walk-through checklist
- ) Energy/Water Nexus
- ) Using conservation/efficiency planning, metering strategies and leak detection to manage water consumption
- ) Engaging leadership in planning efforts
- ) Employee-led behavior change programs

2) Benchmark and evaluate commercial and industrial customer sectors to understand which offer the greatest potential water saving opportunities in El Paso. This is likely to involve: assessing historical and projected water demands through looking at commercial and industrial billing data by customer class, evaluating usage in terms of normalized units, assisting El Paso Water in selecting a top tier list of priorities that warrant further evaluation, and developing a list of potentially feasible water conservation strategies based on selected priorities.

- ) **Term:** The services of selected company shall commence upon approval and completion of a signed contract. The contract shall be for one year with the option for two one-year extensions. The Agreement may be sooner terminated in accordance with the contract provisions.